

September 17, 2004

MUNI # 28002
SANDRA MARKS, CLERK
TOWN OF AZTALAN
N6541 ZIEBELL RD
JEFFERSON, WI 53549

Dear Municipal Official:

We have reviewed your ordinance for the municipal adoption of the Uniform Dwelling Code (UDC) and found it acceptable. You may begin enforcing the UDC per its administration and enforcement requirements of Ch. Comm 20, for at least all new one- and two-family dwellings as well as new alterations and additions to dwellings originally built since June 1, 1980. Note that all inspections must be performed by properly certified inspectors.

However, we strongly recommend that your ordinance create the position of building inspector and list the qualifications, powers and responsibilities of the position. Perhaps this is already done elsewhere in your ordinances.

Enclosed is an order form for purchasing forms and UDC seals, one of which must be assigned to each new dwelling. (Please note your municipality number above when completing the order form.) The yellow copy of the building permit application, on which the seal number is indicated, must be forwarded to us within 30 days of issuance.

Feel free to contact me if you have any questions.

Sincerely,

Duane Hubeler
UDC Consultant
Tel. (608)266-1390

ENCL.